



## GEORGIA STATE BOARD OF NURSING HOME ADMINISTRATORS

237 Coliseum Drive  
Macon, Georgia 31217  
Phone (478) 207-2440

[www.sos.state.ga.us/plb/nursinghome](http://www.sos.state.ga.us/plb/nursinghome)

### APPLICATION TO REQUEST INACTIVE STATUS OF A NURSING HOME ADMINISTRATOR LICENSE

Please read the instructions carefully and be familiar with the laws and rules governing the practice of Nursing Home Administrators in the State of Georgia. Visit the web site for information.

#### **\*\*Important\*\***

***The Board will not process incomplete applications. If any item is missing, incomplete or incorrect, your application cannot be reviewed by the Board. Please review this application before you submit it to ensure that all required information and documentation is complete and correct. An incomplete application will result in delayed processing. Incomplete applications are void after one year and will result in a new application and fee.***

### Application Checklist

The following checklist is an important part of your application. Please use this checklist to ensure that you submit a **COMPLETE** application.

The **\$100.00 non-refundable** application fee payable to **Georgia State Board of Nursing Home Administrators** must be included with application. Checks returned for insufficient funds will be assessed a service charge pursuant to O.C.G.A. §16-9-20.

**NOTARIZED APPLICATION:** the application must be signed, notarized, include the **FEE** and mailed to the Board's office at the address listed above.

**NOTE:** If you choose to request your license be returned to Active status, please apply to the Board using the "Application to Request Active Status" and follow the instructions.

**FOR BOARD USE ONLY**

Certificate Number \_\_\_\_\_

Date Issued \_\_\_\_\_

Applicant No. \_\_\_\_\_